

Supervisory Performance Audit Custodial

Employee:	Building:	Date:
Rated by:	Floor area:	Follow up date:

Item	Task	Rating Scale					Points	Comments
		<i>Unsatisfactory</i>	<i>Needs Improvement</i>	<i>Meet Expectations</i>	<i>Exceeds Expectations</i>	<i>Very Good</i>		
		1	2	3	4	5		
1	Baseboards (corners)							
2	Benches/Tables (Wipe Down)							
3	Cabinets/Counter Tops							
4	Chairs (Vacuum/Wipe Down)							
5	Dispensers (Stock/Polish)							
6	Door Hardware (Polish)							
7	Doors (Wipe Down)							
8	Drinking Fountains (Polish)							
9	Dusting (High/Low)							
10	Edging (Vacuum)							
11	Elevators (Doors/Interiors/Tracks)							
12	Fire Cabinets(Dust/Spot)							
13	Floors (Carpet/Rugs)							
14	Floors (Tile/Concrete)							
15	Floor Drains (Clean/No Odors)							
16	Glass (Spot)							
17	Showers (Clean)							
18	Mirrors (Polish)							
19	Public Phones (Disinfect)							
20	Sinks (Clean/Polish)							
22	Toilets/Urinals (Clean/Disinfected)							
23	Restroom Partitions (Clean)							
24	Trash Receptacles (Empty/Clean)							
25	Vents (Dusted/Cleaned)							

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26	Walls (Spot)								
27	Window Blinds/Sills (Dust)								
28	X = Supply Closet								
	Total Items	Total Points							
		Total Points divided by Total Items = Total Score							

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